

PLAN GHP SYSTEM OPERATING SCHEDULE DESCRIPTION  
Calendar Year 2003

It is vital for everyone in your organization who is involved in the Medicare aspects of the CMS contract, to be aware of the schedule of target dates attached to this description. The schedule includes:

- (1) PLAN DATA DUE -- This date is the last day on which you can transmit records to the CMS Data Center for processing in the month. The transmission MUST BE completed by the close of business (5 PM) in the eastern time zone on the date noted.
- (2) MCCOY DOWN DAY -- This is a day on which you cannot access the CMS GHP master file for view/look-up purposes. On all other work days, access can be gained unless a message on the McCoy screen indicates otherwise. Also, be aware that the McCoy System is not usually available on weekends. Hours of operation for McCoy are 6 AM to 8 PM eastern time.
- (3) MCCOY EXCEPTION REPORTS AVAIL -- The date that you can look at the enrollment, disenrollment, working aged, and status records you sent to CMS for processing that rejected. This provides you an early opportunity to release welcome letters to enrollees whose enrollment transactions did not reject. You DO NOT have to wait until later in the month for the GHP monthly reports to be available for downloading via GROUCH to notify the enrollees whose enrollment records were accepted. We recommend you take full advantage of this capability not only to welcome the new members but also to investigate the rejected records as noted on the EXCEPTION REPORT.
- (4) PAYMENT DUE PLANS -- This is the date of the deposit of the CMS monthly payment to your plan; all deposits will be made to arrive on the first calendar day of the month unless the first day falls on a weekend or a federal holiday. In this case the deposit will arrive on the last workday prior to the first of the month.
- (5) GROUCH REPORTS AVAIL -- This is the date all the CMS monthly reports are available for downloading via the CMS GHP Report Output User Communication Help (GROUCH) System. NOTE: No mailing is done for these reports, you must download them to receive them!
- (6) WORKING AGED DATA DUE -- (RISK BASED PLANS ONLY) This is the date by which the working aged members data from Risk based contractors must be sent to CMS. The transmission must be completed by the close of business (5 pm) in the eastern time zone on the date noted. (Cost based plans and Health Care Prepayment Plans do not report this information.)
- \* (7) ANNUAL ELECTION PERIOD BEGINS AND ENDS -The Annual Election Period (AEP) occurs during November 15 and December 31 every year. Elections made during the AEP are effective January 1 of the following year.

\*(8) ATTESTATION DUE - This is the date by which the Attestation to the accuracy of the enrollment information is required. The attestations should be sent to the IntegriGuard, Payment Validation Project, at IntegriGuard; MMC Enrollment Project; 10040 Regency Circle; Suite 260; Omaha, Nebraska 68114.

\* New date added to calendar